

Orientation and Training

Orientation is the process your organization employs to introduce newly hired and volunteer staff to their work environment.

ORIENTATION:

- General in nature
- Provides background information
- Answers the question: "What would I want to know about this place in order to better understand how it works?"
- Covers the organization's systems, operations and procedures

Training is the process your organization employs to introduce newly hired and volunteer staff to their work duties.

TRAINING

- Tailored to a specific job position
- Employs a variety of formats (see tip) or techniques
- Conveys the 'do's' and 'don'ts' of the job's functions
- Describes the roles and responsibilities of the position

A Volunteer Management Tip From:



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